



**Department of Corrections**  
**INFORMATIONAL BULLETIN**

**Subject:** CDC FORM 1893, PERSONNEL/  
ACCOUNTING WARRANT  
CLEARANCE SHEET

**Number:**

**00/13**

**Date Issued:**

**March 13, 2000**

**Cancelled Effective:**

The purpose of this Informational Bulletin is to officially announce the California Department of Corrections' (CDC) Form 1893, Personnel/Accounting Warrant Clearance Sheet.

The CDC 1893 (3/00) is to be completed by Institutional Personnel Offices (IPO) to instruct Regional Accounting Offices (RAO) and Institutional Accounting Offices (IAO) of the following warrant processes:

- Release salary warrants for distribution.
- Withhold amounts from salary warrants to clear salary advances, accounts receivables, and garnishments.
- Deposit warrants in Uncleared Collections pending further instruction from IPO.
- Release monies held in Uncleared Collections.
- Mail warrants.
- Return salary warrants to the State Controller's Office.

Effective immediately, the CDC 1893 (3/00) replaces computer generated Warrant Release forms. Upon receipt of this bulletin, the CDC 1893 (3/00) may be ordered from Prison Industry Authority on a CDC 1853. This form will be printed on 8 ½' X 11", two-part, NCR paper in quantities of 250 sets or more.

Please inform all persons concerned of the contents of this bulletin. Please direct any questions regarding this bulletin to your Regional Accounting Office.

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